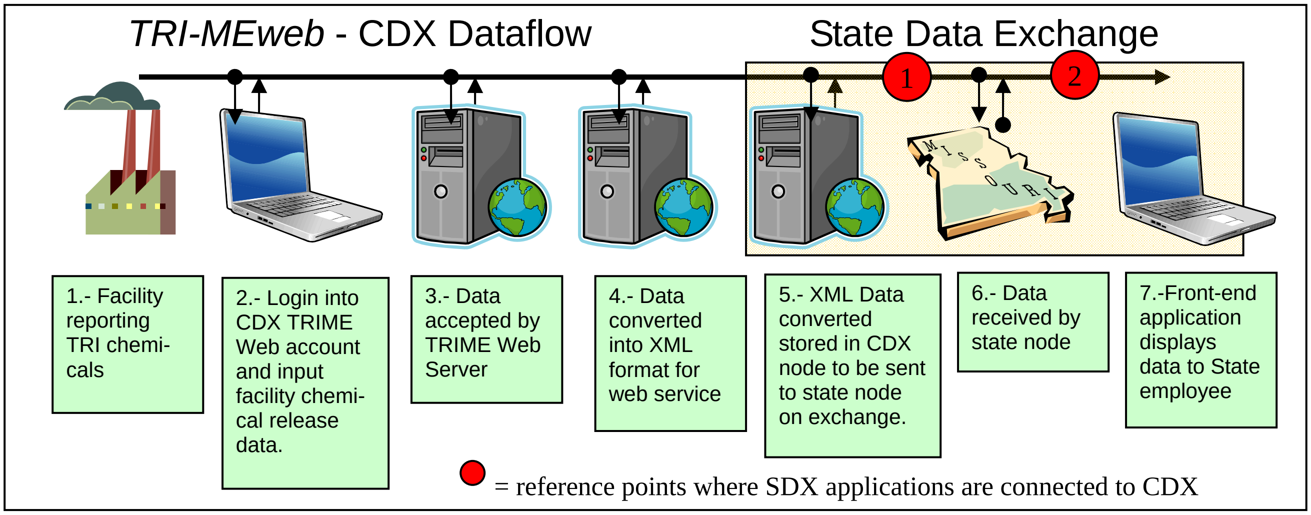

Step-by-Steps Instructions to joining the State Data Exchange (SDX)

1. ***Contact the Toxics Release Inventory (TRI) Program and let them know you are interested.***

The EPA SDX Workgroup coordinator is Juan Parra. He can be reached at (202) 566-0499, Parra.Juan@epa.gov .

2. ***All states have a data exchange node.***

Find and contact your state data exchange administrator to let them know you are interested in adding TRI to the exchange network. http://www.exchangenetwork.net/progress/index.htm. Grants are available to enhance and fund a TRI dataflow application on your state node:

- Information on grants: http://www.epa.gov/exchangenetwork/grants. WA, VA, UT, TX, SC, OR, OK, OH, KS, IN, IL, DE and CO have received grants.
- Assistance to build a dataflow application to your node is also available from the Exchange Network - CDX Hotline: (nodehelpdesk@csc.com), (888)-890-1995.

3. ***There are two components to receiving the TRI reports through the SDX:***

   a. ***A TRI dataflow application for the state node (reference point 1).*** The TRI dataflow application has the same function in any state's node, it allows the node to "recognize" and receive the TRI submissions. It will vary by the type of node (vendor specific like SQL or Java). This dataflow application can either be developed in-house or by a contractor. The data flow application must be operational before a report management software application can be used to get data from your state node.

   b. ***A report-management software application (reference point 2).*** A report-management software application will depend upon the information needs of your state. Its function is to take the TRI xml files received via the state node and transform them into a useable format.

4. ***Test your TRI data flow application on your state node.***

If your state decides to develop an in-house data flow application you will need to request that EPA send you a copy of the testing instructions and Zebra TRIFIDS (test TRI Facility Identification Numbers). To verify if you have a operational connection between the *CDX node - state node -state user interface*, there is a three step testing process outlined in more detail in the testing instructions. A brief summary of those tests are provided on the next page.

Background Documents

- TRI Flow Configuration Document– updated annually
- XML Users Guide - completed in 2005
- TRI Implementation - completed in 2007

Download Background Documents

http://www.epa.gov/tri/stakeholders/state/state_exchange/index.htm

Toxics Release Inventory Program
A community's right to know...

i. *Ping Test :* Test that confirms communication between CDX and your node.

- Contact CDX Hotline (888) 890-1995 to have your node "pinged".

ii. *Initial Capability Test:* Test that the state node will receive submitted files. CDX node will push a test file to your node. State node responds back to the CDX node with a Transaction ID.

iii. *TRI-ME Submission Test:* User submits a test file using *TRI-MEdesktop* or have the CDX Hotline send a xml test file to test *TRIMEweb* submissions. The CDX node converter transforms *TRIMEdesktop* files into xml format.

- State must map the xml file from CDX converter or the xml test file into their back end system using the current schema (download xml schema and example schema instance document from Exchange Network Web site).
- Use your Zebra TRIFID to log-in into any TRI-ME software to submit your TRI test file (a magnetic media file from a *TRI-MEdesktop* software interface or an xml file from a *TRIMEweb* interface).
- You may also use *TRIMEdesktop* to generate a report for the third step of this process. You can use the TRI SDX Form Tracker spreadsheet (download from SDX web site) to check on the test submissions. The Form Tracker lets you create a list of the facilities and forms you have received directly from copies of the xml files you get via the node.

5. *Getting data from your state node requires a report management software application.*

Once you have successfully tested tour TRI dataflow application on your state node, you can determine which report management software application to use. It may be as simple as an Excel spreadsheet (obtain TRI SDX Form Tracker instructions *http://www.epa.gov/tri/stakeholders/state/state_exchange/pdf/form_tracker.pdf*) that can give you a log of the reports you've received or be much more complex. You may be able to use an application developed by another state or purchase a commercially available TRI software application. TRIDex, for example, is a commercially available application developed by Windsor Solutions that is used by several states.

6. *Get the Memorandum of Agreement (MOA) signed.*

Download the MOA template at http://www.exchangenetwork.net/exchanges/cross/tri.htm . The MOA allows the submission you receive via the data exchange network to fulfill a facility's legal responsibility to report to the state under TRI regulations and allows EPA to send you electronic versions of the paper and diskette submissions. Your state will no longer have to store disk or paper TRI reports saving resources and costs as a SDX community member. To view other SDX member state MOAs go to: http://www.epa.gov/tri/stakeholders/state/state_exchange/pdf/state moas/sdxstatemoas.htm . The signed MOA is sent to:

Dipti Singh,
Branch Chief, TRI Program
US EPA Mail Drop 2844T
1200 Pennsylvania Ave. NW
Washington DC, 20460

7. *Contact EPA to be added to SDX*:

Once you have successfully completed testing and have a signed MOA, contact Juan Parra and request to be officially added to the TRI State Data Exchange system. Upon EPA's approval of your MOA, you will have officially joined the SDX community.

8. *Load new reporting schemas every year.*

Upon activation of your SDX services to your state node, you can continue the development and testing of your report management application. Applications and dataflows may need to be updated each year as TRI forms and schema are changed to address any new changes to the TRI EPCRA Section 313 reporting requirements.

For further assistance:

- Contact the CDX Hotline, nodehelpdesk@csc.com, (888) 890-1995
- Visit the State Data Exchange Web site: http://www.epa.gov/tri/stakeholders/state/state_exchange/index.htm
- Contact: Juan Parra, parra.juan@epa.gov, (202) 566-0499
  Idell Hansen, hansen.idell@epa.gov, (360) 923-1677